




INTERNATIONAL BOUNDARY AND WATER COMMISSION
UNITED STATES AND MEXICO

OFFICE OF THE COMMISSIONER
UNITED STATES SECTION

Memorandum

For Action
January 1, 2018

To: All USIBWC Employees

From: Edward Drusina, P.E., Commissioner, United States Section 

Subject: Harassment Prevention Policy

1. Authority: This policy and procedure is based on Title VII of the Civil Rights Act of 1964, as amended.
2. This policy applies to all personnel assigned to the United State Section, International Boundary and Water Commission (USIBWC).
3. It is the policy of the USIBWC to provide employees with a work environment that is free from harassment. The USIBWC prohibits harassment of all kinds, in particular on the basis of race, color, national origin, religion, sex (whether or not of a sexual nature including pregnancy and gender identity), disability, age (40 years or older), reprisal (for protected EEO activity), protected genetic information, or sexual orientation.
4. Workplace harassment is any form of unwelcome, pervasive, persistent, unsolicited verbal, non-verbal, or physical conduct that is so objectively offensive that it alters the victim's terms and conditions of employment, either by culminating in a tangible employment action or by being sufficiently severe or pervasive as to unreasonably interfere with an employee's work performance by creating an intimidating, abusive, offensive, and hostile work environment. The use of derogatory words, phrases, epithets, gestures, pictures, drawings, or cartoons can create an intimidating and hostile work environment and will not be tolerated in the workplace regardless of the means of delivery to include, but not limited to, verbal communication, electronic mail, text messaging, or any other form of written or electronic communication.
5. Just as we strive to accomplish our mission, we must also strive to maintain the trust and confidence of our employees, partners, and the public. Harassment adversely affects morale, teamwork, and productivity and is strictly prohibited.
6. Employees are strongly encouraged to report incidents of harassment to their immediate supervisor (allegations involving an immediate supervisor should be reported to a higher level management official). Employees may also contact the Human Resources (HR) Office or the Equal Employment Opportunity office. Supervisors and managers will take immediate action to conduct an internal inquiry and resolve reports of harassment. If evidence confirms allegations of harassment, the supervisor will take appropriate corrective and disciplinary action. Any employee found to have participated in harassment of any kind will be subject to appropriate administrative or disciplinary action, which may include removal from federal service. Disciplinary action will also be taken against supervisors who do not carry out their responsibilities under this policy. Any action taken to address and resolve issues of harassment will be confidential and retaliatory action against an employee who raises a claim of harassment of any kind will not be tolerated.

7. The USIBWCs internal inquiry is a management responsibility and is not part of the Equal Employment Opportunity (EEO) complaint process. Any employee who desires to initiate an EEO Complaint alleging harassment must contact an Equal Employment Opportunity counselor or the EEO Officer at (915) 832-4112, or via e-mail: frances.castro@ibwc.gov, within 45 calendar days of the date of the alleged harassment. **The USIBWC's inquiry does not have an impact on the EEO time requirement.** Therefore, employees may not wait until after an internal inquiry is conducted if they desire to enter into the EEO process.

8. If you have any questions or require additional information on the USIBWC's policy regarding Harassment Prevention, contact the Equal Employment Opportunity Office.

9. I am personally committed to making the USIBWC a model employer of choice with a diverse, talented, and effective workforce. Harassment of any kind is unwelcome in the USIBWC and will not be tolerated. Our individual and joint efforts, coupled with enthusiasm, determination and innovation, will make the USIBWC a leader in equal employment opportunity achievements.